

Master File Requirements

“MASTER FILED” Construction Documents

Lake County Building Services Division offers the option to “Master File” construction plans and documents. This system saves a great deal of time in obtaining construction permits for structures that are duplicated on an ongoing basis. Construction plans will NOT go through the plan review process once they have been “Master Filed.” Consistent permit information may also be “Master Filed” for use during the permitting process. You may contact our office for information on procedures to do “Electronic Master filing.”

“MASTER PLANS” for Single Family Residence”

One complete set of plans must be properly sealed by the design professional when submitted to be master filed. The Plans Examiner will release the plan as a “Master” only when all code questions or concerns have been answered after his examination of the construction documents. Once approved, the plans will be scanned and retained electronically by Lake County as a “File Copy” for reference. Every page of the plans will be stamped with the words **MASTER PLAN**, the date mastered, and given a “Master” number specifically for that plan, and then returned to the applicant. The applicant may then photocopy the plans for permit submittal at a future date. No further plan review will be required as long as no construction changes are made. A sealed letter from the plan’s design professional is required at time of submittal stating he authorized the plans to be used until December 31st of the current year or at a specific date due to a Building code change. Master plans are given a new number every calendar year or as required by a building code change.

GENERIC PLANS: “Master Plans” may have several options, elevation, or changes, **only** if they are completely detailed and will not be confusing to inspectors or contractors. Every permit application must have a completed “**options letter**” **listing** any and all options to be used for this lot specific permit. The options details must be clearly identified on the plans. Plans with numerous options may be required to be submitted as separate “Master Plans” to limit plan size and limit possible confusion. Plans that have options that change the square footage and thus permitting information will be given a separate master number. A set of plans may have 2 or 3 master numbers due to square footage changes due to design elevation changes.

REVERSED PLANS: We **now** require a separate master set of plans for “Flipped plans”. A specific design will require a separate complete set of plans and elevation drawings for ‘Garage right” and Garage left.” Different numbers will be assigned for left and right construction.

REDUCED PLANS: Once a plan has been approved as a “Master”, it may be photocopied and reduced in size for use by the building Inspectors during inspections, only if still legible after being reduced. a larger set of “Master Plan” stamped plans must be available at time of inspection, If required by the building Inspectors, to clarify any questions they may have due to reduced size,

PERMITTING: When applying for a permit, the completed permit package must contain a copy of the approved “Master Plans”, and a lot specific option selection letter indicating the Finished Floor Elevation. The applicant will sign and date the Master File Affidavit Stamp stating that no changes have been made from the “File Copy.” The plans will be returned for the inspectors use on the job site.



“MASTER FILED ENGINEERING” detail choice varies

Aluminum Structures as example

Some Design Professionals have assembled a set of many separate engineering designs or construction details that may be combined in many different ways for a structure. The choice of which details or designs to use is made by the person authorized by the engineer who sealed the plans. Licensed contractors currently on file with Lake County may use “Master Filed Engineering” if all the following requirements are met:

- 1) We must have on file a sealed letter from the Design Professional allowing the use of their sheets by a specific individual or company. The letter will list any special requirements and will expire December 31st of each year, or expire at a specific date due to a code change.
- 2) Site specific plans will be provided with each application, meeting the normal Lake County requirements for that permit type. These requirements may be found in separate brochures provided by County.
- 3) The Aluminum Structures “Master Filed Engineering” sheet (Form 39) must be completed and signed by the company license holder to be submitted with complete sets of highlighted plans.

***** SPECIAL NOTE *****

“Master Filed” **Bennett Engineering Design Manual Plans** will require:

- 1) ALL sheets submitted must have the correct current copyright date.
- 2) The applicable Design Check list from Appendix B of the Bennett Engineering Manual **MUST** be signed and completed as part of the permit application. This may replace Lake County Form # 39.
- 3) All specific selected details must be circled, not highlighted

“MASTER FILED ENGINEERING” same details-size varies

Swimming Pools as example

Sealed construction details may be “Master Filed” in the same manner as a single family residence for use in site specific applications. These details will remain constant or change at a specific point as project dimensions change. Licensed contractors currently on file with Lake County may use “Master Filed Engineering” if all the following requirements are met:

- 1) We must have on file a sealed letter from the Design Professional allowing the use of his sheets by a specific individual or company. The letter will list any special requirements and will expire December 31st of each year, or expire at a specific date due to a code change.
- 2) Site specific plans will be provided with each application, meeting the normal Lake County requirements for that permit type. These requirements may be found in separate brochures provided by the County.

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